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05 FEB 1981

MEMORANDUM FOR: Chief, Physical Security Division

FROM:

[REDACTED]

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SUBJECT: Industrial Security Branch - Space and Facilities (U)

1. The Industrial Security Branch was formed during the summer of 1977, amid the stir following the Boyce and Lee cases. Realities at that time, i.e., DCI interest and demands, public scrutiny, etc., dictated immediate response to requirements and precluded a lot of concern for such matters as permanent office space, working conditions and morale. Consequently, in

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2. Since that beginning, ISB has made giant strides in several areas. Due in no small part to their efforts, the Agency's Industrial Security Program is stronger. The Branch has grown in experience, professional competence, and reputation among the contractors. There is even a modicum of acceptance by other Industrial Security Officers. However, the Branch's physical surroundings and working conditions have not fared as well. Seven work stations are still jammed into the Bull Pen, with a hodge-podge of run-down and damaged furniture, conference room paraphernalia, and torn carpeting. In addition to the close quarters and consequent internal distractions, work in the Bull Pen is continually disrupted by the movement of people through the adjacent corridor on their way to and from the rest rooms, water fountains, kitchen area, and supply room. Both doors to the Bull Pen have to remain open for adequate air circulation. This factor invites impulsive stops for gossip or other conversation within the room. (I don't want to appear antisocial, but these ad hoc rest stops do tend to separate the entire work force from their tasks at hand.) (U)

3. It appears that ISB is a permanent and necessary entity in the Office of Security. Therefore, I believe that some changes are now in order to enhance the effectiveness and

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productivity of the Branch, and to lift it out of the ranks of the unwashed. There are several preliminary steps, outlined below, which I believe would go a long way toward improving the present situation.

a. Replace the desks with a single-pedestal desk and a 2-drawer safe for each officer. (We can contribute two 2-drawer safes if necessary.)

b. Remove the three 5-drawer safes now being used. Steps a and b would free up some space for further re-arrangements and more work area.

c. Move in a suitable cabinet or shelves or table for unclassified maps and reference material.

d. Repair, refurbish or replace damaged chairs.

e. Procure chair pads for each work station, to prevent further mangling of the carpet.

f. Remove the drapery tracks, ropes, and wires from the ceiling.

g. Let the occupants come up with a mutually agreeable way to divide the area into smaller and manageable working areas, using portable or semi-fixed panels or screens.

h. Arrange portable panels or screens at each door area to provide some privacy from the hallway traffic. (U)

4. Another problem which will become acute when [redacted] and the new deputy chief arrive is that of space. There will be seven desks, but eight auditors, to occupy the Bull Pen. As a temporary measure, one auditor has already been moved to the deputy chief's office; however, this is not desirable as a permanent remedy. If PSD could somehow recapture room 221 (which is now seldom occupied), several other options would be available. For example, two auditors could occupy that room; the deputy chief could move there and two auditors could move into his present area; [redacted]

[redacted] At any rate, more working space is badly needed now. (U)

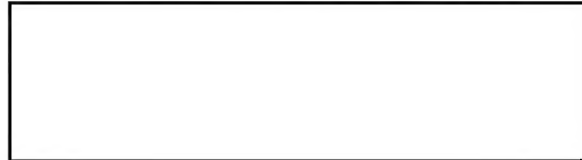
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5. I should emphasize that the motivation behind these recommendations is certainly not purely aesthetic in nature. It is, rather, to promote more effectiveness and efficiency in accomplishing our mission. Anyone who remembers Borden ads from an earlier decade knows that contented cows produce more and better milk. Any improvements we can make now in working conditions will surely pay future dividends in increased productivity and quality. (U)



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